

22.50(3) All absentee ballots which have been voted and returned to the commissioner shall be handled in accordance with the provisions set out in Iowa Code sections 53.18 and 53.19.

22.50(4) When electronic voting systems are used which utilize ballot cards with the names of the offices and candidates and the statements of public questions to be voted upon printed directly on the ballot card so that the use of ballot labels is unnecessary, the commissioner shall provide the following materials to each absentee voter:

- a. A ballot card.
- b. Absentee voting instructions in substantially the form set out in 721—subrule 10.2(2).
- c. A secrecy envelope of sufficient size and construction that when the ballot card is inserted in it all portions indicating voting marks are hidden from view.
- d. An envelope containing an affidavit to be completed by the voter. The affidavit shall be in the same form as Form 3-B (Rev. 87), Absent or Disabled Voter's Affidavit, as prescribed by 721—Chapter 21, Iowa Administrative Code.
- e. An envelope designated as "Return Carrier Envelope" for returning the voted ballot to the commissioner.

This rule is intended to implement Iowa Code section 52.5.

721—22.51(52) Instructions. Instructions for voting absentee ballots using an electronic voting system shall be in substantially the form prescribed for the type of system in use as specified in the following subrules:

22.51(1) Instructions for voting absentee ballots where electronic voting systems using ballot labels and ballot cards, as defined in Iowa Code section 52.1, are used, shall be in substantially the following form:

ABSENTEE VOTING INSTRUCTIONS

READ ALL INSTRUCTIONS CAREFULLY BEFORE VOTING!

If your ballot is not properly marked, your vote cannot be counted.

DO NOT MARK, FOLD OR PUNCH YOUR BALLOT CARD EXCEPT AS OUTLINED IN THESE INSTRUCTIONS.

Your ballot packet contains:

1. Official ballot card or cards (punch card on styrofoam backing)
2. Disposable punching tool
3. Printed paper or sample ballot (for information only)
4. Ballot card envelope (to hold voted ballot card and to cast write-in votes, if desired)
5. Affidavit envelope
6. Return carrier envelope (for returning ballot)

Follow all instructions carefully. Do not mark the paper portion of your ballot. Your vote is recorded only on the punched ballot card.

If you spoil your ballot card, you may return the entire packet and request a new packet.

VOTING WITH ASSISTANCE

Voters who are blind, cannot read, or because of any other physical disability, are unable to mark their own ballots, may have the assistance of any person the voter may select.

MARKING YOUR BALLOT

1. Vote in secrecy. Iowa law requires that absentee voters mark their ballots so that no other person will know how the ballot is marked.
2. Study sample ballot, then punch card to vote. Study the ballot card envelope containing the ballot card. Note how the ballot card envelope and the ballot card have been assembled so that you may properly reassemble the ballot card envelope after you have voted your ballot card.

Read the printed paper or sample ballot portion of your ballot packet noting the offices, the candidates' names, public measures and other special instructions relative to the number of candidates for whom you may vote under each office. To the RIGHT of the name of each candidate or yes/no is a NUMBER which corresponds to a position on the ballot card. Select the candidate or yes/no of your choice and locate the position on the ballot card. Using the punch device supplied, firmly punch out the small BLACK DOT on the ballot card ABOVE the number corresponding to the candidate's name. If you are voting on a public measure, firmly punch out the small black dot above the number corresponding to the word "yes" or "no" printed on the sample ballot showing the specific constitutional amendment or public measures for which you are voting.

Punch with sufficient force to be certain that the BLACK DOT is completely punched out of the ballot card. You may check this by CAREFULLY lifting the ballot card at the BOTTOM and inspecting the reverse side. If your ballot card is not completely free of punched out sections, remove them carefully with your fingers. DO NOT DETACH THE BALLOT CARD FROM THE STYROFOAM BACK.

3. Write-in votes. If you wish to vote for any person whose name is not printed on the ballot, write the name of the person for whom you wish to vote in the space provided on the ballot card envelope. Instructions for write-in voting are printed on the ballot card envelope.
4. Overvoting. If you punch the black dots above the number corresponding to the names of more candidates than can be elected to any single office, your vote for that office will not be counted.
5. No extra marks. Put no mark of any kind on the ballot other than writing a person's name as described above.

RETURNING YOUR BALLOT

1. Affidavit. After marking your ballot, carefully read the affidavit on the back side of the ballot envelope (Form No. 4-C-86), fill in the information requested, and sign your name. Without folding the ballot(s), place it inside the secrecy envelope, insert the secrecy envelope containing the ballot(s) into the ballot envelope (Form No. 4-C-86) and securely seal the envelope. Place the sealed envelope containing the ballots in the carrier envelope (Form No. 4-B-86) and securely seal the envelope.
2. Postmark before election day. The carrier envelope must be postmarked no later than the day before the election and received by the county commissioner by 9 a.m. on the Monday following the election in order to be counted.

IF YOUR BALLOT IS REJECTED BEFORE THE OPENING OF THE BALLOT ENVELOPE, YOU WILL BE NOTIFIED OF THE REASON FOR THE REJECTION. THIS BALLOT MUST BE RETURNED TO THE COUNTY COMMISSIONER WHETHER VOTED OR NOT VOTED.

22.51(2) When electronic voting systems are used that utilize ballot cards with the names of the offices and candidates and the statements of public questions to be voted upon printed directly on the ballot card so that the use of ballot labels is unnecessary, instructions for voting absentee ballots shall be in substantially the following form:

ABSENTEE VOTING INSTRUCTIONS**READ ALL INSTRUCTIONS CAREFULLY BEFORE VOTING!**

If your ballot is not properly marked, your vote cannot be counted.

DO NOT MARK, FOLD OR PUNCH YOUR BALLOT CARD EXCEPT AS OUTLINED IN THESE INSTRUCTIONS.

Your ballot packet contains:

1. Official ballot card or cards
2. Secrecy envelope for ballot card(s)
3. Affidavit envelope
4. Return carrier envelope

Follow all instructions carefully. If you spoil your ballot you may return the entire packet and request a new ballot.

VOTING WITH ASSISTANCE

Voters who are blind, cannot read, or because of any other physical disability, are unable to mark their own ballots, may have the assistance of any person the voter may select.

MARKING YOUR BALLOT

1. Vote in secrecy. Iowa law requires that absentee voters mark their ballots so that no other person will know how the ballot is marked.
2. Study ballot, then punch card to vote. Study the ballot carefully before voting. Once you have punched out a circle your vote cannot be changed. After you have determined the candidates and public measures for which you wish to vote, locate the perforated circle opposite the names of the candidates. Using a pen or pencil carefully punch out the perforated circles to indicate your votes.
3. Write-in votes. If you wish to vote for any person whose name is not printed on the ballot, write the name of the person for whom you wish to vote in the appropriate blank space and punch the circle opposite the name. If you do not punch out the circle opposite the name you have written on the ballot, your write-in vote cannot be detected, and therefore, will not be counted. Punching the circle opposite a blank without writing in a name will not affect the validity of the rest of your ballot.
4. Overvoting. If you punch the circles next to the names of more candidates than can be elected to any single office, your vote for that office will not be counted.
5. No extra marks. Put no mark of any kind on the ballot other than writing a person's name as described above.

RETURNING YOUR BALLOT

1. Affidavit. After marking your ballot, carefully read the affidavit on the back of the ballot envelope (Form No. 4-C-86), fill in the information requested, and sign your name. Without folding the ballot(s), place it inside the secrecy envelope, insert the secrecy envelope containing the ballot(s) into the ballot envelope (Form No. 4-C-86) and securely seal the envelope. Place the sealed envelope containing the ballot(s) in the carrier envelope (Form No. 4-B-86) and securely seal the envelope.
2. Postmark before election day. The carrier envelope must be postmarked no later than the day before the election and received by the county commissioner by 9 a.m. on the Monday following the election in order to be counted.

IF YOUR BALLOT IS REJECTED BEFORE THE OPENING OF THE BALLOT ENVELOPE, YOU WILL BE NOTIFIED OF THE REASON FOR THE REJECTION.

THIS BALLOT MUST BE RETURNED TO THE COUNTY COMMISSIONER WHETHER VOTED OR NOT VOTED.

This rule is intended to implement Iowa Code section 52.5.

721—22.52(52) Counting center tabulation provisions. When absentee ballots have been cast on ballot cards used in conjunction with an electronic voting system using ballot cards and ballot labels, the votes shall be tabulated in accordance with the following provisions:

22.52(1) When a write-in vote is discovered to have been cast, a serial number shall immediately be stamped or written on the ballot card and on the ballot card envelope.

22.52(2) The ballot card shall be visually inspected by two precinct election officials, not members of the same political party, who shall determine if the number of punches in the ballot card for an office plus the number of write-in votes cast for that office exceeds the number of votes allowed to be cast for that office.

22.52(3) If the total number of punches and write-in votes for an office does not exceed the allowable number of votes for that office, the ballot card shall be processed the same as ballots with no write-in votes, and a vote shall be counted for the person whose name is written in.

22.52(4) If the total number of punches and write-in votes cast for an office does exceed the allowable number of votes for that office, the election officials shall cover all of the punches for that office with punch card correction tape before the ballot is machine read. The envelope containing the write-in vote shall be stamped or marked "Over-voted" and the write-in vote shall not be counted.

22.52(5) Excessive votes cast for one office shall not affect votes cast for any other office.

This rule is intended to implement Iowa Code section 52.5.

721—22.53 to 22.99 Reserved.

SPECIAL PAPER BALLOT SYSTEMS

721—22.100(52) Special paper ballots, portable vote tallying systems, and central count systems. The board of supervisors of any county may authorize, purchase and order the use of special paper ballots and a portable vote tallying system for voting at any or all of the polling places or for absentee voting within a county at any election. The supervisors may also authorize the use of special paper ballots in conjunction with a central count system.

721—22.101(52) Definitions. The definitions established by this rule shall apply whenever the terms defined appear in relation to a portable vote tallying system used with the type of ballot defined in this rule.

“Ballot” means all of the offices or measures to be voted upon at a single election, whether they appear on one or more special paper ballots.

“Central count system” means a system employing special paper ballots under which votes are cast by voters marking special paper ballots with a vote marking device and are counted by use of automatic tabulating equipment at a counting center pursuant to Iowa Code section 52.37.

“Overvote” means to vote for more than the permitted number of choices for any office or question on a ballot.

“Portable vote tallying system” means a system employing special paper ballots under which votes are cast by voters marking special paper ballots with a vote marking device and are counted by use of automatic tabulating equipment located in the precinct polling place.

“Secrecy envelope” means a reusable envelope of sufficient construction that when the special paper ballot is inserted in it all portions indicating voting marks are hidden from view.

“Special paper ballot” means a printed ballot designed to be marked by a voter with a vote marking device.

“Tabulating device” means the portable apparatus which removes the special paper ballot from the secrecy envelope, examines and counts the votes recorded on the special paper ballot, and produces a paper printout of the results of the voting.

“Ticket” means each list of candidates nominated by a political party or group of petitioners.

“Undervote” means to vote for fewer than the permitted number of choices for any office or question on a ballot.

“Voting target” means the space on a special paper ballot which the voter marks to cast a vote for a candidate, judge or question. This target shall be printed according to the requirements of the voting system to be used to read the ballots.

721—22.102(52) Special paper ballots. The special paper ballots shall be printed pursuant to Iowa Code chapters 43 and 49 and by any relevant provisions of any statutes which specify the form of ballots for special elections, so far as possible within the constraints of the physical characteristics of the system.

22.102(1) The special paper ballots may be printed on both sides of a sheet of paper. If both sides are used, the words “TURN THE BALLOT OVER” shall be clearly printed in at least 24-point type (1/4” high) on the front and the back of the special paper ballot, at the bottom.

22.102(2) Printed at the top of the front side of the special paper ballot shall be the name and date of the election; the words, “Official Ballot”; a designation of the ballot rotation, if any; and a facsimile of the commissioner’s signature.

22.102(3) The voting target shall be printed opposite each candidate's name and write-in line on the special paper ballot, and opposite the "yes" and "no" for each public measure and judge. Wherever possible, the voting target shall be printed on the left side of the name or "yes" and "no".

22.102(4) For partisan primary elections, the names of candidates representing each political party shall be printed on separate special paper ballots. The ballots shall be uniform in quality, texture and size. The name of the political party shall be printed in at least 24-point type ($\frac{1}{4}$ " high) at the top of the ballot.

22.102(5) There shall be printed on the ballot a line to accommodate the initials of the precinct election official who endorses the ballot as provided in Iowa Code sections 43.36 and 49.82.

22.102(6) It is not necessary for public measures to be printed on colored paper.

22.102(7) Ballots shall be coded as necessary to allow the tabulation program to identify the appropriate ballots for the precinct. Ballots shall be coded so the tabulating device can identify by precinct the votes cast for each office and question on the ballot by precinct. The votes from the absentee and special voters precinct shall be reported as a single precinct. Identical ballots shall not be coded to identify groups of voters within a precinct.

721—22.103 to 22.199 Reserved.

PRECINCT COUNT SYSTEMS

721—22.200(52) Security.

22.200(1) At least one tabulating device shall be provided at each precinct polling place for an election.

22.200(2) The maintenance key or keys used to gain access to the internal parts of the tabulating device shall be kept in a secure place and in a secure manner, in the custody of the commissioner. The key used to obtain the paper printout shall be kept by the chairperson of the precinct election officials in a secure manner.

721—22.201(52) Programming the tabulating devices for precinct count systems.

22.201(1) All programming of tabulating devices shall be performed under the supervision of the commissioner. The devices shall be programmed to ensure that all votes will be counted in accordance with the laws of Iowa. Tabulating devices shall be programmed to reject ballots:

- a.* Not coded to be used in the precinct.
- b.* That are read as blank.
- c.* That have one or more overvoted offices or public measures.

If a ballot is rejected for any of the reasons above, the voter shall be offered the opportunity to correct the ballot. The defective ballot shall be marked “Defective” and kept with other spoiled ballots. If the voter is not available, or declines to correct the ballot, the ballot shall be inserted into the precinct counter without further examination.

22.201(2) All tabulating devices shall be tested before each election in accordance with Iowa Code section 52.38. In addition to any certification produced on the printout, the paper printout produced in testing the tabulating device shall be signed at the end where the tape will be detached from the machine by the person conducting the test and by any observers present at the test. The tape shall be torn or cut across the signature, so that a portion of the signature is on the tape remaining on the tabulating device. The test results tape, including a part of the tester’s signature, shall be delivered to the precinct election officials to display throughout election day with the report showing all counters have been reset to zero in the precinct. Immediately after the test is finished, the tabulating device, the ballot box, and the door to any compartment containing the programming for the election shall be sealed or locked by the person performing the test.

721—22.202 to 22.220 Reserved.

721—22.221(52) Sample ballots and instructions to voters. Sample special paper ballots and printed instructions for casting votes on special paper ballots shall be prominently displayed in each polling place. Instructions shall also be displayed inside each voting booth. Each special paper ballot shall also include an example of the method of marking the ballot recommended by the manufacturer of the tabulating device. Further instructions shall be provided to any voter who requests assistance in accordance with Iowa Code section 49.90.

721—22.222 to 22.230 Reserved.

721—22.231(52) Emergency procedures. Each precinct shall be furnished with an emergency ballot box which is suitably equipped with a lock and key or numbered, tamperproof seal. In the event of power failure or malfunction of the tabulating device, ballots which have been voted shall be deposited in the locked or sealed emergency ballot box. The voted ballots so deposited may be removed from the locked emergency ballot box and tabulated before the polls close whenever a properly functioning tabulating device becomes available, or the voted ballots so deposited may be removed and counted manually immediately after the polls are closed.

721—22.232(52) Manner of voting. After the precinct election official has endorsed a special paper ballot, the official shall instruct the voter to use only the marker provided. The special paper ballot shall be inserted in a secrecy envelope and given to the person who is entitled to receive the ballot in accordance with the provisions of Iowa Code section 49.77.

22.232(1) Upon receipt of the ballot in the secrecy envelope, the voter shall retire alone to a voting booth and without delay mark the special paper ballot.

22.232(2) The voter shall vote upon the special paper ballot by marking the appropriate voting target with a vote marking device or a #2 pencil in the manner described in the instructions printed on the ballot.

When a write-in vote has been cast, the special paper ballot must also be marked in the corresponding voting target in order to be counted.

22.232(3) After marking the ballot, the voter shall replace it in the secrecy envelope and leave the voting booth at once.

22.232(4) The voter shall at once deposit the ballot, still enclosed in the secrecy envelope, in the tabulating device so that the special paper ballot is automatically removed from the secrecy envelope, the votes tabulated, and the special paper ballot deposited in the ballot box.

22.232(5) If the tabulating device is not equipped with a mechanism that will not permit more than one ballot to be inserted at one time, the voter shall be required to hand the ballot in the secrecy envelope to the precinct election official without revealing any of the marks on the ballot. The precinct election official shall at once deposit the ballot in the manner described in subrule 22.232(4).

721—22.233 to 22.239 Reserved.

721—22.240(52) Results. After the polls are closed and all of the special paper ballots have been processed by the tabulating device, the precinct election officials shall:

22.240(1) Unlock the tabulating device and obtain a paper printout showing the votes cast for each candidate and public measure.

22.240(2) Fasten the paper printout to the official tally sheet.

22.240(3) Unlock or remove the seal on the ballot box and manually count the valid votes on any special paper ballots found in the portion(s) of the ballot box designated for unread ballots and ballots with write-in votes, and enter the votes so counted on the official tally sheet in the proper place. The officials shall follow the procedures in Iowa Code section 53.37(2) for counting damaged, defective or unreadable ballots.

22.240(4) Seal all special paper ballots in a transfer case to be returned to the commissioner in accordance with Iowa Code section 50.12.

22.240(5) It is not necessary for the precinct officials to separate primary election ballots by political party.

721—22.241(52) Electronic transmission of election results. If the equipment includes a modem for the electronic transmission of election results, the precinct officials may transmit the results after a printed copy has been made.

721—22.242 to 22.249 Reserved.

721—22.250(52) Absentee voting. Printed instructions as set out in subrule 22.53(8) of this chapter shall be included with the special paper ballot or ballots given to or mailed to each absentee voter.

721—22.251(52) Absentee voting instructions. Written instructions to the voter shall be sent with every absentee ballot.

22.251(1) The instructions to the voter shall be in substantially the following form:

STATE OF IOWA
ABSENTEE VOTING INSTRUCTIONS

READ ALL INSTRUCTIONS CAREFULLY BEFORE VOTING!

WARNING: Do not mark or fold your ballot except as outlined in these instructions. If your ballot is not properly marked, your vote cannot be counted.

The main points:

- | | |
|--------------------------------------------------|----------------------------------------|
| ☛ Vote in secrecy; use a #2 pencil. | ☛ Return the ballot on time: |
| ☛ Complete, sign and date the affidavit. | By mail before election day, or |
| ☛ Seal the ballot inside the affidavit envelope. | Deliver to Auditor by x p.m. __/__/__. |

YOUR BALLOT PACKET CONTAINS

- “Official Ballot”.
- Affidavit envelope.
- Secrecy envelope to enclose “Official Ballot”.
- Return envelope.

IF YOU SPOIL YOUR BALLOT

- Put the ballot and other materials in return envelope.
- Write “SPOILED BALLOT” on the return envelope.
- Mail or take the entire packet to the auditor. A new packet will be sent to you.

IF YOU NEED HELP TO VOTE

If you are blind, cannot read, or cannot mark your own ballot because you are disabled, you may choose someone to help you vote. However, these people cannot help you vote:

- your employer.
- an agent of your employer.
- an officer or agent of your union.

MARKING YOUR BALLOT

1. Vote in secrecy. Mark your ballot so that no one else will know how you voted, unless you need help to vote.
2. Study the ballot carefully before voting. Marks cannot be erased without spoiling the ballot.
3. Use a #2 pencil [or describe other appropriate marker].
4. Voting for candidates. Mark the [describe voting target] next to the names of the candidates you want to vote for. [Show sample voting mark.]

[] CANDIDATE NAME

For some offices you may vote for more than one person. Watch for instructions under each office title that say, "Vote for no more than ____."

5. Write in votes. If you want to vote for a person whose name is not on the ballot:
 - a. Write the name of the person on the line after the names of the other candidates, AND
 - b. Mark the [describe voting target] next to the name you have written.
6. Overvoting. If you mark more [describe voting target] for an office than the number of people that can be elected, your vote for that office will not be counted.
7. No extra marks. Make no marks on the ballot except the marks you make to vote.

RETURNING YOUR BALLOT

This ballot must be returned to the county auditor even if you don't vote.

Follow instructions on the Affidavit Envelope for returning your ballot.

**IF YOUR BALLOT IS REJECTED BEFORE THE BALLOT ENVELOPE IS OPENED,
YOU WILL BE NOTIFIED OF THE REASON.**

22.251(2) In addition to the instructions provided above, the following information shall be inserted in the instructions provided to voters at the general election:

- a. *Voting on questions.* To vote for a question, mark the [describe voting target] next to the word "YES." To vote against a question, mark the [describe voting target] next to the word "NO."
- b. *Voting on judges.* To vote to keep a judge in office, mark the [describe voting target] next to the word "YES" opposite the judge's name. To vote to remove a judge from office, mark the [describe voting target] next to the word "NO."
- c. *Straight party voting.* To vote for all of the candidates of a political party, mark the [describe voting target] next to the name of that party. If you mark a straight party vote you may change your straight party vote for any office by marking the [describe voting target] for a candidate of another party. If you can vote for more than one person for an office, you must mark all of your candidate choices if you are splitting your vote between candidates of two or more parties.

721—22.252 to 22.259 Reserved.

721—22.260(52) Specific precinct count systems. Additional rules are provided for the following systems approved for use in Iowa.

721—22.261(52) ES&S Model 100—system messages and solution codes. The numbers in the right-hand column of this chart correspond to solution codes printed after the chart. Precinct election officials and others working with this system shall be provided with the appropriate information from the chart.

System Message	When to expect this message	What to do
Accept blank ballot	Polls open: reading ballots	1
Audit log full	Polls open: reading ballots	4
Counter block failed CRC	Preelection testing and setup	6
Counters are full	Polls open: reading ballots	4
Counters are in overflow	Polls open: reading ballots	4
Counters cannot hold next count	Polls open: reading ballots	4
Counters cleared	Election day start-up	0
DRAM counter space bad	Polls open: reading ballots	4
Election definition failed CRC	Preelection testing and setup	4
Erroneous arithmetic operation	Anytime	4
Error accessing NVRAM	Polls open: reading ballots	4
Error getting machine ID	Election day start-up	4
Error in initializing modem	Modem transmission of results	5
Error in opening modem	Modem transmission of results	5
Error in receiving command request	Modem transmission of results	5
Error in receiving login request	Modem transmission of results	5
Error in receiving password request	Modem transmission of results	5
Error reading PCMCIA card	Polls open: reading ballots	4
Error reading system audit log	Polls open: reading ballots	4
Error seeking on PCMCIA card	Preelection testing and setup	6
Error setting line parameters	Preelection testing and setup	6
Error setting real time clock	Preelection testing and setup	6
Error writing PCMCIA card	Polls open: reading ballots	4
Error writing system audit log	Polls open: reading ballots	4
Event log failed CRC	Preelection testing and setup	6
Host rejects password	Modem transmission of results	5
Incompatible PCMCIA card format	Preelection testing and setup	6
Incompatible system log format	Preelection testing and setup	6
Invalid instruction	Polls open: reading ballots	4
Invalid memory reference	Polls open: reading ballots	4
Invalid Seq-Type-Split	Polls open: reading ballots	3
Memory parity error	Polls open: reading ballots	4

System Message	When to expect this message	What to do
Missing scanner block	Polls open: reading ballots	4
No ballots scanned	Preelection testing and setup	6
Overvote on race XXXXX	Polls open: reading ballots	2
Party preference race missing	Preelection testing and setup	6
PCMCIA card not inserted	Polls open: reading ballots	4
PCMCIA driver missing	Polls open: reading ballots	4
PCMCIA header section failed CRC	Polls open: reading ballots	6
Printer time-out	Polls open: reading ballots	4
Race results cross-check fail	Polls open: reading ballots	4
Results sent successfully	Modem transmission of results	0
Status results cross-check fail	Polls open: reading ballots	4
Successfully scanned ballot	Polls open: reading ballots	0
System audit log failed CRC	Polls open: reading ballots	4
Unable to initialize diverter	Election day start-up	4
Unable to initialize scanning system	Election day start-up	4
Unable to load signal handlers	Election day start-up	4
Unable to update counters	Polls open: reading ballots	4
Unload election definition		4
UNKNOWN ERROR, CODE: XXX	Polls open: reading ballots	4
Voltage too low	Anytime	check plug, then 4
100-Missed orientation marks	Polls open: reading ballots	3
101-Missed timing marks	Polls open: reading ballots	3
102-Missed orientation marks	Polls open: reading ballots	3
103-No data found	Polls open: reading ballots	3 or 4
104-Missed back side data mark	Polls open: reading ballots	4
105-Scanner interrupted	Polls open: reading ballots	3
106-Skipped orientation mark	Polls open: reading ballots	4
107-No timing marks found	Polls open: reading ballots	3
108-Inaccurate read	Polls open: reading ballots	3
109-Inaccurate read	Election day start-up	4
110-Inaccurate read	Polls open: reading ballots	3
111-Missed orientation marks	Polls open: reading ballots	3
112-Missed timing marks	Polls open: reading ballots	3
113-Invalid code mark	Polls open: reading ballots	3

System Message	When to expect this message	What to do
114-Invalid code type	Polls open: reading ballots	3
115-Invalid code mark	Polls open: reading ballots	3
116-Inaccurate read	Preelection testing and setup	6
117-Scanner interrupted	Preelection testing and setup	6
118-Scanner interrupted	Preelection testing and setup	6
119-Scanner interrupted	Preelection testing and setup	6
120-Scanner interrupted	Preelection testing and setup	6
121-Missed back orientation mark	Polls open: reading ballots	3
123-Scanner interrupted	Polls open: reading ballots	3 then 4
124-Scanner interrupted	Polls open: reading ballots	4
125-Error reading CMOS memory ballot	Preelection testing and setup	0
126-Error reading ballot	Polls open: reading ballots	3
127-Multiple ballots detected	Polls open: reading ballots	3
128-Diverter not initialized	Polls open: reading ballots	4
129-Diverter detection error	Polls open: reading ballots	4
130-Diverter error	Polls open: reading ballots	4
131-Ballot skewed	Polls open: reading ballots	3
132-Ballot dragged	Polls open: reading ballots	3 then 4
Unknown error code: XXX	Polls open: reading ballots	3 then 4
???-Unknown error on decode	Polls open: reading ballots	3 and 4
Unidentified mark – check your ballot	Polls open: reading ballots	7

Solution Codes

0. This is okay—you don't need to do anything.
1. Ballot decision—BLANK BALLOT: See Solution Code 2.
2. Ballot decision—OVERVOTED BALLOT:

If the voter is still there, offer the voter the opportunity to mark the ballot using the proper pen or pencil. If the voter declines the offer, press “accept” and reinsert the ballot. If the voter wants to correct the ballot press “reject.” Mark the unreadable ballot or overvoted ballot “SPOILED” and keep it with other spoiled ballots. If the voter asks to use the original ballot as a guide to marking the new ballot, be sure the voter returns the unreadable ballot to you before placing the new ballot in the counter. If the voter has left the polling place, press “accept” and reinsert the ballot.

3. Ballot decision—Ballot not read by counter.

First ask the voter to reinsert the ballot. If the message repeats, take the voter aside to allow other voters to insert their ballots into the counter. With the permission of the voter, a precinct official shall inspect the ballot by comparing it with another of the same ballot type. Assure the voter that you will not reveal to anyone how the ballot was marked. There are several possible reasons for this message to appear.

- The ballot is flawed or misprinted. Solution: Replace ballot. Mark the unreadable ballot “SPOILED.” Keep it with other spoiled ballots. If the voter asks to use the original ballot as a guide to marking the new ballot, be sure the voter returns the unreadable ballot to you before placing the new ballot in the counter.

- The wrong ballots were provided to the precinct officials. Check other ballot packages to see if all ballots are wrong. If all of the offices and candidates are the same and only coding or rotation is different, allow voters to use the ballots on hand. Notify the auditor’s office for replacement ballots. Follow the procedures for Solution Code 4 until the correct ballots are delivered.

- The voter has attempted to use a ballot other than the one provided by the precinct officials. This voter shall be challenged for using an illegal ballot. Place the ballot in the special ballot envelope.

- The wrong memory card is loaded in the machine. See Solution Code 4.

4. Equipment problem.

Call the auditor’s office, report the message and ask for a new memory card or counter. Until a replacement arrives, place all ballots in a sealed ballot box. When the new memory card or counter has been installed, two precinct officials of different parties shall feed all ballots into the counter, including all previously counted ballots and ballots received while the counter was not working.

5. Modem transmission problem.

Try again to send election results. If the error message repeats, be prepared to read the election results over the telephone. Call the auditor’s office to report the problem.

6. Precinct election officials do not need instructions for this message.

7. Faint mark in voting target.

If the voter is present, ask the voter to re-mark or darken the marks on the ballot. If the voter finds faint marks that the voter did not intend as votes, the voter should be given a new ballot. Replace ballot. Mark the unreadable ballot “SPOILED.” Keep it with other spoiled ballots. If the voter asks to use the original ballot as a guide to marking the new ballot, be sure the voter returns the unreadable ballot to you before placing the new ballot in the counter. If the voter has left the polling place, try to reinsert the ballot. If the message repeats, open the emergency ballot box and store the ballot until after the polls are closed, but before the results are printed. Any ballots in the emergency ballot box shall be fed into the ballot reader by two precinct officials of different parties. All ballots rejected with the error code “faint mark in voting target” shall be duplicated by two precinct officials of different parties and substituted for the defective ballot. Using a red pen, duplicate ballots shall be clearly labeled as such, and shall bear a serial number which shall also be recorded on the defective ballot. The original, defective ballot shall be enclosed in the envelope designated for the return of disputed ballots.

721—22.262 to 22.341 Reserved.

CENTRAL COUNT SYSTEMS

721—22.342(52) Tally list for central count precincts. An abbreviated tally list shall be provided for each precinct.

22.342(1) The tally list shall include a precinct officials' certificate in substantially the following form:

Precinct Tally List—Precinct Officials' Certificate

Precinct Name: _____ County, Iowa

Number of valid "Voter's Declarations of Eligibility" slips signed: _____

Ballot Box seal number: _____

We, the undersigned, Precinct Election Officials of this precinct do hereby certify that the number of valid "Voter's Declarations of Eligibility" slips listed above represents the total number of persons who cast ballots in this precinct.

After all persons entitled to do so had cast their votes, the ballot box was sealed with the seal number listed above in the presence of all of the precinct election officials.

The sealed ballot container will be delivered to the counting center by:

_____, a member of the _____ political party, and
 _____, a member of the _____ political party, both

of whom are officials of this precinct.

Signed by all precinct election officials of this precinct:

Date: ____/____/____ (1) _____ (etc.)

22.342(2) At the counting center, the number of ballots in the ballot box shall be compared to the number of valid signed declarations of eligibility reported on the precinct officials' certificate. If the number of votes from any precinct differs from the number of valid signed declarations of eligibility, the reason for the difference shall be determined and reported in the tally list for the election.

22.342(3) Write-in votes from each precinct shall be reported on a separate tally sheet which provides columns for the names of offices, the names of persons receiving votes, space to tally the votes received, and a column in which to report the total number of votes cast for each person. In tally lists provided for primary elections, separate pages shall be provided to tally the write-in votes for each political party. Each tally sheet for write-in votes shall be attested to by each member of the resolution board who participated in the count.

22.342(4) The officials at the counting center shall certify the procedures followed at the counting center in substantially the following form:

Counting Center Tally Certificate

_____ County

We, the undersigned officials of the Counting Center for this county, do hereby certify that all ballots delivered from the precincts for this election were tabulated as shown in the attached report. A separate record of the votes cast in each precinct is included.

We further certify that a record of any write-in votes or other votes manually counted pursuant to Iowa Code chapter 52 is included in this Tally List, and that the numbers entered in the column headed "Total Votes" are the correct totals of all votes manually counted by us.

Signed at the Counting Center located at _____

on ____/____/____, ____:____ am/pm.

[signatures of counting center officials] 1. _____ (etc.)

22.342(5) The record generated by the tabulating equipment for each precinct shall be attached to or enclosed with the tally list and shall constitute the official return of the precinct.

721—22.343 to 22.430 Reserved.

VOTING MACHINES

721—22.431(52) Temporary use of paper ballots in voting machine precincts. The county commissioner of elections shall furnish to each precinct where voting machines are to be used for any election a supply of paper ballots.

22.431(1) Conditions under which paper ballots shall be used. In any precinct in which voting machines are designated as the method of voting for any election, a paper ballot shall be furnished to any person offering to vote, in addition to those provisions set out in Iowa Code sections 49.81 and 49.90, if:

- a. A power failure prevents use of the voting machines.
- b. A malfunction occurs which prevents the use of one or more voting machines.
- c. It is found that any voting machine has been prepared with all or part of a ballot strip meant for another precinct.
- d. It is found that the ballot strips for any voting machine have been misprinted.
- e. Any other condition exists due to a fault of the voting machine or machines which prevents the person or persons offering to vote at that precinct from casting their votes.

22.431(2) The ballots to be furnished by the county commissioner of elections shall be the same as the ballots used in carrying out the provisions of Iowa Code sections 49.81 and 49.90, and voting shall be in accordance with the provisions of the Code relating to paper ballots.

22.431(3) In the event any paper ballots are cast as provided in this rule, the chairperson and one other precinct election official, one of whom shall represent each of the political parties, shall place the folded, voted ballots in a closed container to be kept in a secure manner in a secure place.

22.431(4) Counting the ballots.

a. If, during the time the polls are open, the problem is corrected and the voting machine or machines are found to be usable, the two precinct election officials responsible for the security of the paper ballots voted under these rules may open the closed container and record the votes which have been cast on the paper ballots on the voting machine or machines.

b. In the event that it has not been possible to record the paper ballots on the machines by the time the polls are closed, the precinct election officials shall manually count the paper ballots in the manner provided in Iowa Code chapter 50.

721—22.432 to 22.460 Reserved.

721—22.461(52) MicroVote Absentee Voting System. This system uses a three-piece ballot including a ballot card with a write-in section on the back, ballot guide, and secrecy envelope. The following rules for the use of the MicroVote Absentee Voting System are prescribed.

22.461(1) The ballot card is used by the voter to indicate the voter's choices. The ballot card has numbered voting targets printed on card stock and is marked with a pencil. Also included on the ballot card is a box marked "For Official Use Only." This box is used for coding to indicate the precinct and rotation of the ballot, if any. Before being sent to the voter, any numbered stubs shall be removed from the ballot card. Space to receive write-in votes shall be printed on one side of the ballot card. Instructions in substantially the following form shall be printed above the spaces for write-in votes:

"To vote for a person whose name is not printed on the ballot information sheet, darken the numbered rectangle on this ballot card that corresponds with the line on which you wish to write in. Write the person's name, the office title, and the corresponding number in the space below.

Name	_____
Office	_____ Position # _____

[Similar spaces for at least eleven offices shall be included.]

22.461(2) The ballot guide is a list showing the text of public measures, office titles and candidate names and the voting target numbers to be marked on the ballot card. The order of offices, candidates, public measures and judges shall be determined by the applicable provisions of Iowa Code chapters 43 and 49 and 721—22.102(52). The ballot guide shall include the same code numbers as the appropriate ballot card. The ballot guide shall also include position numbers for write-in votes for each office. The number of write-in positions shall equal the number of persons to be elected to each office.

a. The ballot guide shall include a heading in substantially the following form:

[Election Name] Ballot Guide

[County Name]

Name and Date of Election, and a facsimile of the commissioner's signature.

b. The ballot guide shall include instructions in substantially the following form:

Notice to Voter: In this ballot guide find the position number printed next to the name(s) of the candidate(s) of your choice.

Blacken the rectangle with the same number on the official ballot card. Use only a #2 pencil. To write in a vote for a person whose name is not listed in this guide, blacken the appropriate rectangle on the ballot card, and write the office title and write-in position number and the person's name in the write-in section on the back of the ballot card.

22.461(3) The secrecy envelope is used to conceal the voter's marks. The envelope shall be made of opaque paper and shall be large enough to cover all areas of the ballot card that are used by voters to indicate their choices. The secrecy envelope shall include brief instructions on the outside of the envelope in substantially the following form:

"Secrecy envelope: After you have voted, enclose the ballot card in this envelope."

22.461(4) Write-in votes. To vote for a person whose name is not listed in the ballot guide, the voter shall mark the appropriately numbered write-in voting target for the office on the ballot card and write the office title, position number and person's name in spaces provided on the ballot card.

22.461(5) Tabulation procedures. As the absentee and special precinct board opens the affidavit envelopes containing absentee ballots cast using the MicroVote Absentee Voting System, the board shall remove the secrecy envelopes containing the ballot cards from the affidavit envelope, then remove each ballot card and examine it for write-in votes. Ballot cards containing write-in votes cast at the primary election shall also be labeled with the party name.

The ballot card shall be inspected by two precinct officials, not members of the same political party, who shall determine if the number of votes cast for the office for which the voter has cast a write-in vote exceeds the number of votes allowed for the office. If the total number of votes cast on the ballot card and the number of write-in votes cast do not exceed the allowable number of votes for that office, the ballot card shall be separated from the secrecy envelope and processed. The write-in votes shall be counted as indicated by the voter. If there are more votes cast for an office than the number of positions to be filled, no votes for that office shall be counted.

22.461(6) Precinct election officials shall refer to the following chart to help determine how to tabulate votes cast which do not comply with all instructions.

Tabulation Guide for MicroVote Absentee Voting System

Write-in Vote			Ballot Card Position		Write-in makes office overvoted?	Count write-in vote?	Comments
Office	Pos. #	Name	marked	not marked			
✓	✓	✓	✓		no	yes	1. Preferred method.
✓	✓	✓		✓	no	yes	
✓	✓	✓	✓		yes	no	
✓	✓	✓		✓	yes	no, but ☞	2. Count other votes for that office.
✓	✓	no	✓ or	✓	no	no	3. If there is no name, there is nothing to count.
✓	blank/ wrong	✓	✓		no	yes	4. If the office is clearly identifiable.
✓	blank/ wrong	✓		✓	no	yes	4. If the office is clearly identifiable.
✓	blank/ wrong	✓	✓		yes	no	
✓	blank/ wrong	✓		✓	yes	no, but ☞	2. Count other votes for that office.
	✓	✓	✓		no	yes	
	✓	✓		✓	no	yes	
	✓	✓	✓		yes	no	
	✓	✓		✓	yes	no, but ☞	2. Count other votes for that office.
		✓	✓		no	yes ☞	6. If there is only one write-in vote.
		✓	✓		yes	no	
		✓		✓	no	yes ☞	7. If there is only one office on the ballot.

22.461(7) Instructions to the voter shall be enclosed with every absentee ballot in substantially the following form:

STATE OF IOWA
ABSENTEE VOTING INSTRUCTIONS
for use with the MicroVote Absentee Voting System

READ ALL INSTRUCTIONS CAREFULLY BEFORE VOTING!

WARNING: Do not mark, fold or punch your ballot except as outlined in these instructions. If your ballot is not properly marked, your vote cannot be counted.

The main points:	
➤ Vote in secrecy; use a #2 pencil.	➤ Return the ballot on time:
➤ Complete, sign and date the affidavit.	By mail before election day, or
➤ Seal the ballot inside the affidavit envelope.	Deliver to Auditor by __ p.m. __/__/__.

YOUR BALLOT PACKET CONTAINS

- “Official Ballot” card (with numbered rectangles and space for write-in votes, if desired).
- Printed paper ballot guide showing offices and candidates (for information only).
- Secrecy envelope to enclose “Official Ballot” card.
- Affidavit envelope.
- Return envelope.

IF YOU SPOIL YOUR BALLOT

- Put the ballot and other materials in return envelope.
- Write “SPOILED BALLOT” on the return envelope.
- Mail or take the entire packet to the auditor. A new packet will be sent to you.

IF YOU NEED HELP TO VOTE

If you are blind, cannot read, or cannot mark your own ballot because you are disabled, you may choose someone to help you vote. However, these people **cannot** help you vote:

- Your employer.
- An agent of your employer.
- An officer or agent of your union.

MARKING YOUR BALLOT

1. **Vote in secrecy.** Mark your ballot so that no one else will know how you voted, unless you need help to vote.
2. **Study the ballot guide carefully before voting on the “Official Ballot” card.** Marks cannot be erased without spoiling the ballot.
3. **Use a #2 pencil.** Marks made by other pens or pencils might not be seen by the machine that counts the votes. Do not use a red pen or red pencil.
4. **Voting for candidates.** After you have decided who you want to vote for, find the position number printed next to the candidate’s name.

position # → 1 CANDIDATE NAME

Then on the “**Official Ballot**” *card* fill in the rectangle with the same number. For some offices you may vote for more than one person. Watch for instructions under each office title that say, “Vote for no more than ____.”

5. **Write-in votes.** If you want to vote for a person whose name is not listed in the ballot guide:
 - a. Write the office, position number and the name of the person in the space provided on the back of the ballot card, AND
 - b. Mark the appropriately numbered rectangle next to the write-in position following the names of the candidates for the office for which you wish to write in a vote on the “**Official Ballot**” *card*. Marking a rectangle without writing a name will not spoil the rest of the ballot.
6. **Overvoting.** If you mark more rectangles for an office than the number of people that can be elected, your vote for that office will not be counted.
7. **No extra marks.** Make no marks on the ballot card except the marks you make to vote.

RETURNING YOUR BALLOT

This ballot must be returned to the county auditor even if you don’t vote.

1. **Affidavit.** After marking your ballot card,
 - a. Read the affidavit on the affidavit envelope,
 - b. Fill in all of the information requested, and
 - c. Sign your name.
 - d. Be sure to include today’s date.

☛ **Your ballot will not be counted if you don’t complete and sign the affidavit.**

2. **Use the secrecy envelope.** Do not fold the ballot card; place it in the secrecy envelope. Do not return the paper ballot listing offices and candidates.
3. Put the secrecy envelope containing the ballot card in the affidavit envelope.
4. **Securely seal the affidavit envelope.** Your ballot will not be counted if the affidavit envelope is not sealed, or if the envelope has been opened and resealed.
5. Enclose the affidavit envelope in the envelope addressed to the county auditor.
6. **Postmark before election day.** If you mail your ballot, the envelope must be postmarked no later than the day before the election.

7. Return postage for this ballot is ____.

8. **Personal delivery.** You may also return your ballot in person, or send it back to the auditor with someone you trust. If the ballot is not mailed, it must be received by the auditor no later than ____ p.m. on election day. Do not return the ballot to a polling place; it will not be counted if you do.

IF YOUR BALLOT IS REJECTED BEFORE THE BALLOT ENVELOPE IS OPENED, YOU WILL BE NOTIFIED OF THE REASON.

22.461(8) In addition to the instructions provided above, the following information shall be inserted in the instructions provided to voters at the general election:

a. Voting on questions. To vote in favor of a question, blacken the rectangle with the same number that appears next to the word “YES” in the question listed in the ballot guide. To vote against a question, blacken the rectangle with the same number as the word “NO.”

b. Voting on judges. To vote to keep a judge in office, blacken the rectangle on the ballot card with the same number as the one next to the word “YES” opposite the judge’s name listed in the ballot guide. To vote to remove a judge from office, blacken the rectangle with the same number as the word “NO.”

c. Straight party voting. To vote for all of the candidates of a political party, blacken the rectangle on the ballot card with the same number as the one next to the name of that party. You can override a straight party vote by voting for a candidate of another party. If you can vote for more than one person for an office, you must mark all of your choices if you are splitting your vote between candidates of two or more parties.

This rule is intended to implement Iowa Code section 52.5.

721—22.462(52) Fidlar & Chambers’ Absentee Voting System. This system uses a three-piece ballot including a ballot card, specimen ballot, and a Styrofoam back to catch the punches. The following subrules for the use of the Fidlar & Chambers’ Absentee Voting System are prescribed.

22.462(1) The ballot card. The voter punches the ballot card to indicate the voter’s choices. The ballot card has numbered voting targets printed on card stock and is punched with a wire punch. Ballot cards are coded to indicate the precinct and rotation of the ballot, if any, by punching a specified location at the bottom of the card.

22.462(2) The specimen ballot is a list showing the text of public measures, office titles and candidate names and the voting target numbers to be punched on the ballot card. The order of offices, candidates, public measures and judges shall be determined by the applicable provisions of Iowa Code chapters 43 and 49 and rule 721—22.102(52). The specimen ballot shall include the same code numbers as the appropriate ballot card. The specimen ballot shall also include position numbers for write-in votes for each office. The number of write-in positions shall equal the number of persons to be elected to each office.

a. The specimen ballot shall include a heading in substantially the following form:

[Election Name] Specimen ballot

[County Name]

Name and Date of Election, and a facsimile of the commissioner’s signature.

b. The specimen ballot shall include instructions in substantially the following form:

Notice to Voter: On this specimen ballot find the position number printed next to the name of each candidate for whom you wish to vote.

position # → 1 CANDIDATE NAME

Punch the black dot above the same number on the official ballot card. Use only the enclosed wire punch. To write in a vote for a person whose name is not listed in this guide, punch the appropriate black dot on the ballot card, and write the office title and write-in position number and the person’s name on the security cover attached to your ballot card.

22.462(3) The security cover is used to conceal the voter’s marks and to provide a space for write-in votes. This shall be attached to the ballot card. The security cover and the ballot card shall be separated by a perforation to permit removal of the security cover after the write-in votes have been examined by the precinct election officials charged with counting the ballots.

On the side of the security cover that will be visible when the cover is properly folded shall be printed the following notice: “Security Cover—After you have voted, fold the security cover over the voting area so that this notice appears on the outside.

“Write-in vote. To vote for a person whose name is not listed in the specimen ballot, punch the appropriately numbered black dot on the ballot card, and write the office title, write-in position number and the person’s name in a space below. Vote for no more than the number indicated under the title of the office on the ballot, including your write-in votes.

Office	Position #
Name	”

[Similar spaces for at least twenty offices shall be included.]

22.462(4) Write-in votes. To vote for a person whose name is not listed in the specimen ballot, the voter shall punch the appropriately numbered black dot for the office on the ballot card and write the office title, write-in position number and person’s name in spaces provided on the security cover.

22.462(5) Tabulation procedures. As the absentee and special precinct board opens the secrecy envelope containing an absentee ballot cast using the Fidlar & Chambers’ Absentee Voting System, the board shall remove the ballot card taking care not to separate the ballot card from the security cover.

a. Each security cover shall be examined for write-in votes. When a write-in vote is discovered, a serial number shall immediately be stamped or written on both the ballot card and the security cover. A security cover containing write-in votes cast at the primary election shall also be labeled with the name of the political party of the voter.

b. The ballot card shall be inspected by two precinct officials, not members of the same political party, who shall determine if the number of votes cast for each office for which the voter has cast a write-in vote exceeds the number of votes allowed for that office. If the total number of votes cast on the ballot card and the number of write-in votes cast do not exceed the allowable number of votes for each office, the ballot card shall be separated from the security cover and processed. The write-in votes shall be counted as indicated by the voter. For any office for which the write-in votes exceed the allowable number of votes for that office, the precinct election officials shall not count any write-in votes for that office and shall refer to the tabulation guide in 22.462(6) to determine how to proceed.

22.462(6) Precinct election officials shall refer to the following chart to help determine how to tabulate votes cast which do not comply with all instructions.

Tabulation Guide for Fidler & Chambers’ Absentee Voting System

Security Cover, Write-in Vote			Ballot Card Position Number		Write-in makes office over- voted?	Count write-in vote?	Comments
Office	Pos. #	Name	marked	not marked			
✓	✓	✓	✓		no	yes	1. Preferred method.
✓	✓	✓		✓	no	yes	
✓	✓	✓	✓		yes	no	
✓	✓	✓		✓	yes	no, but ✍	2. Count other votes for that office.
✓	✓	no	✓ or	✓	no	no	3. If there is no name, there is nothing to count.
✓	blank/ wrong	✓	✓		no	yes	4. If the office is clearly identifiable.
✓	blank/ wrong	✓		✓	no	yes	4. If the office is clearly identifiable.
✓	blank/ wrong	✓	✓		yes	no	
✓	blank/ wrong	✓		✓	yes	no, but ✍	2. Count other votes for that office.
	✓	✓	✓		no	yes	
	✓	✓		✓	no	yes	
	✓	✓	✓		yes	no	
	✓	✓		✓	yes	no, but ✍	2. Count other votes for that office.
		✓	✓		no	yes ✍	6. If there is only one write-in vote.
		✓	✓		yes	no	
		✓		✓	no	yes ✍	7. If there is only one office on the ballot.

22.462(7) Instructions to the voter shall be enclosed with every absentee ballot in substantially the following form:

STATE OF IOWA

ABSENTEE VOTING INSTRUCTIONS

for use with the Fidler & Chambers' Absentee Voting System

READ ALL INSTRUCTIONS CAREFULLY BEFORE VOTING!

WARNING: Do not mark, fold or punch your ballot except as outlined in these instructions. If your ballot is not properly marked, your vote cannot be counted.

The main points:

- ☞ Vote in secrecy; use only the enclosed wire punch.
- ☞ Do not detach the security cover from the ballot card.
- ☞ Complete, sign and date the affidavit.
- ☞ Seal the ballot inside the affidavit envelope.
- ☞ **Return the ballot on time:**

By mail, postmark before election day, or

Deliver to Auditor by ___ p.m. __/__/__.

YOUR BALLOT PACKET CONTAINS

- “Official Ballot” card (with numbered black dots and security cover).
- Printed specimen ballot showing offices and candidates (for information only).
- Secrecy envelope to enclose “Official Ballot” card.
- Affidavit envelope.
- Return envelope.

IF YOU SPOIL YOUR BALLOT

- Put the ballot and other materials in return envelope.
- Write “SPOILED BALLOT” on the return envelope.
- Mail or take the entire packet to the auditor. A new packet will be sent to you.

IF YOU NEED HELP TO VOTE

If you are blind, cannot read, or cannot mark your own ballot because you are disabled, you may choose someone to help you vote. However, these people **cannot** help you vote:

- Your employer.
- An agent of your employer.
- An officer or agent of your union.

MARKING YOUR BALLOT

1. **Vote in secrecy.** Mark your ballot so no one else will know how you voted, unless you need help to vote.
2. **Study the specimen ballot carefully before voting on the “Official Ballot” card.** Your votes cannot be changed without spoiling the ballot.
3. **Use only the enclosed wire punch.** Do not use a pen or pencil.
4. **Unfold the security cover** and place the voting area of the ballot card over the foam backing.
5. **Voting for candidates.** After you have decided for whom you want to vote, find the position number printed next to the candidate’s name.

position # → 1 CANDIDATE NAME

Then on the “*Official Ballot*” card punch out the black dot above that number. For some offices you may vote for more than one person. Watch for instructions under each office title that say, “Vote for no more than ____.”

6. **Write-in votes.** If you want to vote for a person whose name is not listed on the specimen ballot:

- a. Write the office, position number and the name of the person in the space provided inside the security cover, AND

- b. Punch out the appropriately numbered black dot on the “*Official Ballot*” card. Punching a dot without writing a name will not spoil the rest of the ballot.


7. **Overvoting.** If you punch more dots for an office than the number of people that can be elected, your vote for that office will not be counted.

8. **No extra marks.** Make no marks on the ballot card except the punches you make to vote.

RETURNING YOUR BALLOT

This ballot must be returned to the county auditor even if you don’t vote.

1. **Affidavit.** After marking your ballot card,
 - a. Read the affidavit on the affidavit envelope,
 - b. Fill in all of the information requested, and
 - c. Sign your name.
 - d. Be sure to include today’s date.

 **Your ballot will not be counted if you don’t complete and sign the affidavit.**

2. **Use the secrecy envelope.** Fold the security cover over the ballot card; place it in the secrecy envelope.

3. **Do not return:**

- a. Specimen ballot listing offices and candidates.
- b. Wire punch.
- c. Styrofoam backing.

4. Put the secrecy envelope containing the ballot card in the affidavit envelope.

5. **Securely seal the affidavit envelope.** Your ballot will not be counted if the affidavit envelope is not sealed, or if the envelope has been opened and resealed.

6. Enclose the affidavit envelope in the envelope addressed to the county auditor.

7. **Postmark before election day.** If you mail your ballot, the envelope must be postmarked no later than the day before the election.

8. Return postage for this ballot is ____.

9. **Personal delivery.** You may also return your ballot in person, or send it back to the auditor with someone you trust. If the ballot is not mailed, it must be received by the auditor no later than ____ p.m. on election day. Do not return the ballot to a polling place; it will not be counted if you do.

IF YOUR BALLOT IS REJECTED BEFORE THE BALLOT ENVELOPE IS OPENED, YOU WILL BE NOTIFIED OF THE REASON.

22.462(8) In addition to the instructions provided above, the following information shall be inserted in the instructions provided to voters at the general election:

a. Voting on questions. To vote in favor of a question, punch out the black dot above the same number that appears next to the word “YES” in the question listed on the specimen ballot. To vote against a question, punch out the black dot with the same number as the word “NO.”

b. Voting on judges. To vote to keep a judge in office, punch out the black dot on the ballot card with the same number as the one next to the word “YES” opposite the judge’s name listed on the specimen ballot. To vote to remove a judge from office, punch out the black dot with the same number as the word “NO.”

c. Straight party voting. To vote for all of the candidates of a political party, punch out the black dot on the ballot card with the same number as the one next to the name of that political party. You can override a straight party vote by voting for a candidate of another party. If you can vote for more than one person for an office, you must punch all of your choices if you are splitting your vote between candidates of two or more parties.

This rule is intended to implement Iowa Code sections 52.5 and 52.35.

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